

April 21, 2025

JOB DESCRIPTION

Job Title: Chief of Police
Reports To: City Manager
Classification: Exempt

Purpose

Under the direction of the City Manager, the Chief of Police is responsible for the strategic leadership, professional management, and overall operations of the Police Department. This executive-level role ensures that public safety services are delivered with the highest standards of professionalism, integrity, and accountability. The Chief is expected to lead with vision and purpose, reinforcing a strong culture of community policing and aligning departmental objectives with the broader goals of the City.

Community Policing and Public Trust

The City places a high value on community-oriented policing—a model rooted in trust, accessibility, and mutual respect. The Chief of Police is expected to champion this philosophy throughout the department, cultivating a culture where officers are not only professionally skilled but also visible, approachable, and responsive to community needs. The successful candidate will recognize that public trust is earned daily and must lead by example to maintain the strong, positive relationship the City's residents have long held with their police department.

Knowledge, Skills, and Abilities

- **Leadership:** Strong and ethical leadership; ability to inspire, coach, and direct diverse teams toward a shared vision.
- **Strategic Thinking:** Proficiency in long-range planning, resource deployment, and policy development.
- **Public Safety and Law:** Deep knowledge of state and federal laws, criminal procedures, policing standards, and public safety protocols.
- **Communication:** Superior written, verbal, and interpersonal communication skills, including media relations and public presentations.
- **Community Relations:** Demonstrated ability to engage constructively with a diverse population and promote inclusive policing practices.
- **Crisis Management:** Experience leading during emergencies, critical incidents, and sensitive public issues with composure and sound judgment.
- **Ethical Judgment and Integrity:** Unwavering commitment to ethical standards, transparency, and accountability in all actions and decisions.
- **Technology Proficiency:** Familiarity with modern law enforcement technologies, including body-worn cameras, digital evidence systems, and data-driven policing tools.

- Policy Development and Compliance: Skilled in drafting, implementing, and enforcing departmental policies and procedures that comply with local, state, and federal laws.
- Performance Management: Ability to set clear expectations, track measurable outcomes, and create a culture of continuous improvement.

Essential Duties and Responsibilities

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily:

- Lead and oversee all activities of the Police Department, including patrol, criminal investigations, emergency response, and administrative operations.
- Develop and implement strategic plans, policies, and procedures that align with the City's vision and address evolving law enforcement needs.
- Collaborate regularly with the City Manager, City Council, department heads, and external agencies to ensure effective coordination of public safety initiatives.
- Serve as the City's primary law enforcement representative at Council meetings, public hearings, and community forums; prepare and present reports and departmental updates.
- Foster strong relationships with community members, civic groups, and local organizations through proactive engagement and transparent communication.
- Ensure the department maintains full compliance with all local, state, and federal regulations, including best practices in policing, reporting, and civil rights protections.
- Lead, mentor, and evaluate the performance of command staff and other department personnel; establish clear expectations and ensure high standards of conduct and service.
- Direct departmental training programs to promote professional development, officer wellness, tactical readiness, and adherence to emerging law enforcement practices.
- Maintain oversight of all departmental records, investigations, and critical incident responses.
- Develop and administer the department's annual operating budget in coordination with the City Manager; ensure fiscal accountability and prudent resource management.
- Respond to major incidents, public safety emergencies, and high-profile community concerns as needed.

Supervisory Responsibilities

In conjunction with the City Manager, the Chief of Police exercises personnel management responsibility for all Police Department staff. This includes the recruitment, selection, training, supervision, evaluation, and, when necessary, discipline of both sworn officers and civilian personnel. The Chief ensures all personnel practices align with legal requirements and reflects the City's commitment to professionalism and public accountability.

Required Education and Experience

- Must possess a minimum of ten (10) years of progressively responsible law enforcement experience, including at least five (5) years in a command-level position.

- Proven track record of success in community policing, public engagement, and interagency collaboration.
- Experience in emergency management is preferred.
- A bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, or a closely related field is preferred.

Required Certifications and Licenses

- Valid Texas Driver's License.
- Certification from the Texas Commission on Law Enforcement (TCOLE) or obtain in 180 days if out of state transfer.

Salary and Benefits

Salary range is \$110,000-\$130,000 commensurate with experience and education.

Includes a comprehensive benefits package:

- Paid Vacation –160 Hours/Year
- Paid Holidays – 15 days/Year
- Paid Sick Time – 104 Hours/Year
- TMRS Retirement – City Match 2:1 7%
- 25 Year Retirement - 5 Year Vesting
- Health/Dental/Vision Insurance
- Local Gym Membership
- Take Home Vehicle (If in the required residency area)

Residency Requirement

Residency within Montgomery County or 25 miles of the Police Department Building is required within six (6) months of appointment.

Application Process

Applications will be accepted until June 1, 2025. The selection process includes a multi-phase evaluation consisting of comprehensive background investigation, psychological assessment, drug/alcohol screening, and panel interviews. Finalists will demonstrate exceptional leadership qualities and a proven track record of professional excellence and community partnership.

Qualified applicants will send their resume to Elizabeth Harrell, City Secretary/Human Resources at eharrell@oakridgenorth.com along with a writing sample. This can be a press release, essay, memorandum, or similar professional document that demonstrates your communication skills.